

Commonweal Communications Coordinator

Founded in 1976, Commonweal is a center for learning and research, transformation, and discovery. Our more than 40 programs work in the areas of health and healing; education and the arts; and environment and justice. We are located in Bolinas, California, on land that is part of the Point Reyes National Seashore.

We are looking for a part-time communications coordinator to assist with Commonweal communications. This would include working strategically to develop content for our social media platforms as well developing and editing content for our newsletters, print pieces, and on our main website (commonweal.org). The job is 10-15 hours a week, and work can be done primarily from a remote location—though being on site occasionally would be helpful.

The coordinator will report directly to Commonweal's communications manager, work with the administrative team, and be in touch with Commonweal program staff and community to glean content.

Commonweal strives to attract and retain a diverse and talented staff who will contribute to the organization's goals, mission, and vision. We encourage individuals of all ethnic, racial, religious, and socioeconomic backgrounds to apply.

Key responsibilities

- Collaborating to develop a more strategic approach to growing the reach and effectiveness of our social media platforms (Facebook, Instagram, LinkedIn and Twitter, YouTube, Flickr, Soundcloud).
- Creating and managing an editorial calendar for social media.
- Collecting and lifting up stories from Commonweal programs by sourcing content through Commonweal's eNews, other program newsletters, and meetings.
- Maintaining and updating our Wordpress website, including gathering, writing and rewriting/editing content.
- Helping to update our Salesforce database.

Qualifications

We're looking for someone who is:

- Consistent and highly organized, with a strong grasp of grammar, proven ability to proofread, and a love of words.
- Able to write for various audiences.
- A confident digital media writer who is able to plan strategically and to distill complex ideas into engaging and accessible content.
- Self-driven and able to manage multiple projects and deadlines, who has the confidence to seek information, request edits and revisions, and ask for support when needed.
- Has a basic understanding of good visual design and/or familiarity with photo editing software.
- Aligned with the vision and mission of Commonweal and our programs. We're looking for candidates who are motivated to make a difference in the world.
- Has a deep personal and professional commitment to diversity, equity, and inclusion.
- Has a relevant associate or undergraduate degree and 2 years of professional experience in digital media and other communications.

The most qualified candidates might have training, classes, and experience with:

- Social media platforms: Facebook, Instagram, Twitter, LinkedIn, YouTube as well as Hootsuite

- Basic website editing in WordPress
- Basic design software like Adobe Creative Suite or other photo editing software
- Salesforce or other similar CRM software
- Experience with iContact or MailChimp email marketing services

Salary

\$20-\$25 / hour, depending on qualifications and experience. Commonwealth prioritizes employee well-being and offers a flexible work environment, and an inclusive and caring culture.

To apply, please submit:

- Letter of interest linking your qualifications and experience to the responsibilities of the position.
- Current resume
- Two examples of web or digital media content / campaigns you have successfully written. Please identify the audience you were targeting.
- An example of your editing skills. That can be a before-and-after example of a resume, webpage, social content, or print copy.

Materials should be saved as one PDF file (with your last name in the filename) and emailed to jobs@commonweal.org with "Communications Coordinator" as the subject line.

Applications will be reviewed on a rolling basis.